

Sullivan County Community Coalition

Job Description

POSITION: Substance Abuse Prevention Coalition Coordinator

DIRECTLY RESPONSIBLE TO: Sullivan County Community Coalition (SCCC) Oversight Board

Project Background and Overview

The Substance Abuse and Mental Health Services Administration (SAMHSA) has created a Strategic Prevention Framework that is built on science-based theory, evidence-based practices and the knowledge that effective prevention programs must engage individuals, families and entire communities. This Framework sets into place a step-by-step process that empowers communities to identify and implement the most effective prevention efforts for their specific needs. It also includes feedback to ensure accountability and effectiveness of the program effort.

Following federal mandates to implement the Strategic Prevention Framework, the NH Department of Public Health created 10 Strategic Prevention Districts throughout New Hampshire – Sullivan County and the towns of Alstead and Walpole are one such designated district. Each district will create a Community Prevention Coalition (CPC) to assess needs and capacity pertaining to the reduction of under-age substance use and abuse. The Coordinator will assist and guide the CPC in 1) conducting a community needs assessment, 2) mobilizing and/or building capacity, 3) developing a comprehensive strategic plan, and 4) implementing evidence-based prevention programs and infrastructure development activities to address the consequence and consumption priorities identified by DPHS.

The Sullivan County Community Coalition (SCCC) seeks an individual with a proven track record of coalition building and community organizing, as well as ability to understand and implement federal and state planning models, to act as Coordinator of the Community Prevention Coalition.

Tasks and Responsibilities

1. Develop Coalition:

- a. Work with community stakeholders and state to develop a Community Prevention Coalition, with recommended and representative membership to fulfill Strategic Prevention Framework (SPF) tasks.
- b. Act as main conduit for communications between membership body, Oversight Board and fiscal agent.
- c. Ensure cultural competency is an initial and on-going component of the network structure.
- d. Ensure strategic planning and logistical support for network development and projects.
- e. Establish media contacts and develop public relations and outreach education opportunities.
- f. Establish regular meetings of Oversight Board and coalition membership.

2. Maintain Coalition:

- a. Monitor and coordinate strategic planning and logistical support for network development and projects.
- b. Identify networking opportunities with ongoing and other health concerns that will enhance the network.
- c. Provide facilitation and meeting support.
- d. Provide oversight for allocation of funding.
- e. Provide direction and guidance to network staff and volunteers.
- f. Be willing to travel throughout region to ensure adequate geographic diversity.

- g. Work with Oversight Board and fiscal agent to ensure compliance with contractual and regulatory obligations.
- h. Work with evaluator to report progress on outcomes.
- i. Provide monthly, quarterly and year-end reports as required by private, state and federal funding sources.

3. Sustain Coalition:

- a. Work with Oversight Board and coalition to develop and implement long-term funding strategy and developmental plan.
- b. Establish an Oversight Board rotation process and assist in identifying key potential board members to ensure ongoing representation.

4. Other duties as defined by the Oversight Board

Qualifications

Education/Certification:

Bachelor's Degree or higher with 5 years related work experience

NH Certified Prevention Specialist or willingness to achieve certification. Project will provide support and training towards certification.

Requirements:

Successful completion of extensive background check

Proof of automobile insurance and reliable transportation

Skills:

Leadership and leadership development – be able to adapt approach, style, and methods to best engage and empower community partners.

Communication/relationship development – be able to clearly articulate purpose, goals and objectives both verbally and in writing, and to listen and integrate community stakeholder feedback and recommendations.

Organizational development – be able to track, follow through, and meet deadlines on network tasks and state contract obligations.

Other: Computer skills

Compensation

Salary range \$35,000-\$45,000 dependent upon experience. Excellent benefits package.

To apply, please email resume, cover letter and salary requirements to SCCC, Sullivan County Commissioner's Office, 14 Main Street, Newport, NH 03773. Minorities are encouraged to apply. Sullivan County is an Equal Opportunity Employer.